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Joint Task Force on Records Management Meeting

Dear Doug:

In preparation for the meeting of the Joint Task Force on Records Management scheduled for this Thursday, May 17, 1990, beginning at 3:00 p.m., in the Operations Center, Conference Room A2E1, I have enclosed two items: (1) a proposed addition to the Manual on the E-Mail, personal computer question; and (2) the latest draft of the employee brochure, incorporating various comments received from Joint Task Force members.

Please review the enclosed materials prior to our meeting. If you have any questions, do not hesitate to contact me.

Sincerely,

Arthur

Arthur J. DeBaugh

Enclosures

cc: Stuart E. Rickerson, Esquire (w/ enclosures)
Thomas G. Slater, Jr., Esquire (w/ enclosures)
Ray V. Hartwell, III, Esquire (w/enclosures)

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